Approved For Release 2002/05/06 : CIA-RDP73-00099A000200160004-7

MEMORANDUM FO	R:	Deputy Directo	r for Support	I.	JUL	1971	
SUBJECT	:	Records Storag	e Control Poli	су			
I. I have a Board establishing a for each Directorate growth this fiscal y year hopefully will between new record ferring the problem quarters area, I ha equipment or safes need is fully justification appropriate level in	an a e. ear ach is p ve a will ad b	Restricting each and reducing the ieve an approximate to the instance of the issued to any the requesting	records storage of Directorate to the policy of the palance was and those destroyed of Deputy Directorate a	ge growth to 1,000 c feet each vithin twer troyed. T in the Was ector that n Washing	author ubic fe successity year fo avoid the moment of the modern and the modern author	rization eet of eding rs d trans- n Head- re filing less the	
2. Each Directords creation statement of the existing Central Intelligence and procedures which authorization.	orag Ag Ag	ency regulations ency. They will	oroblems, of c and Federal l be responsible	course, w law as it a le for inst	ithin th applies cituting	to the	
3. I visualiz Difficer's responsible Directorate to enable he Agency Records space shortage prob Directorate to devel will achieve the res	liti e th Off lem op t	em to live withing icer of continual should permit in the techniques parties.	vice, guidance in their annual ly trying to de his staff more eculiar to its o	and assistant allocation allocation that the time to w	stance n. Rel ne stora vork wi	to each ieving age th each	
4. I will exponentiations concern toolicy establishing a nsofar as storage, application of an Ago of all computer-preporting these reports. I have two issues by so submit an annual the goals of this pro	ing: n " retr ency earc wou 31 (pro	office of record rieval, and destroy policy limiting ed reports to could like the resuluctober 1971. I gress report on	ment and application are continuously the storage at apputer-preparts of the Board furthermore,	ication of y for Age neerned; at the Record micrord's deliberate Board	an Age ney doo and (b) ords Ce film co rations is expe	ency cuments the enter opies on ected	
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L. K. White
Executive Director-Comptroller